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<p><b>SPECIAL NOTE:</b> In the event of a reduction of source funding each project application must be revised.</p>
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**PROJECT TOPIC:**

Innovative CTE Programs

**BACKGROUND:**

As outlined during the one-year transition plan of Perkins IV, \$600,000 of secondary reserve funding will be made available to award grants to secondary Perkins recipients for career and technical education activities in 1) rural areas, 2) areas with high percentages of career and technical education students, and 3) areas with high numbers of career and technical education students.

**PURPOSE:**

The purpose of this project is to develop innovative programs, address new and emerging occupations and demonstrate best practices that can improve participant performance measures and educational outcomes.

This project should effectively demonstrate applicability to, and replicability of, career and technical education activities in 1) rural areas, 2) areas with high percentages of career and technical education students, and 3) areas with high numbers of career and technical education students.

**ELIGIBLE APPLICANTS:**

Current Perkins secondary recipients or consortia of Perkins secondary recipients. See attached list of eligible recipients.

This is a competitive grant. Applications for this grant will be judged by an external selection committee based on merit and ability to address the criteria as outlined in the Project Description. A scoring rubric will be utilized and is attached.

**FUNDING:**

Source: Total funding for these projects is \$600,000 from the Carl D. Perkins Career and Technical Education Act of 2006.

**PROJECT TIMEFRAME:**

This initial project will begin on November 1, 2007 and conclude September 30, 2008, and potentially renew for the period October 1, 2008 through September 30, 2009. Please see Project Description for details.

**COVER PAGE/ASSURANCES:**

Form ADE 31-204 must be the first page of the project application. By signing this form the applicant agrees that the Arizona Department of Education General Statement of Assurances, as well as the following specific assurances, will be met.

## **PROJECT DESCRIPTION:**

The Project Description must begin on form ADE 22-013A and may be continued on plain white paper. This is a one-year grant with the potential for renewal for an additional year. Prior to award of funds for the second year, a renewal application must be submitted. Each project year should have a defined focus and the project proposal should clearly articulate:

Year 1 - Design and Development  
Year 2 - Implementation and Sustainability

Failure to perform as outlined in the project application or within the agreed-upon timelines may result in immediate withdrawal of current funds, disqualification of the renewal application and suspension of future discretionary grant funding consideration.

The applicant must address each of the following criteria in the Project Description in the prescribed order:

1. **Innovation**: The applicant will describe the innovative properties of the project that demonstrate either a new concept or a new/unique application of an existing idea/program. This description will answer the question: “What is the vision and how will this vision improve student learning, increase retention and result in career placement?”
2. **Relevance**: The applicant will describe the relevance of the project. Specifically, how the project promotes the mission and objectives of Arizona Career and Technical Education.
3. **Rigor**: The applicant will describe how the content and pedagogy will exceed current standards and performance measure requirements to include how students will excel as demonstrated by measurable outcomes.
4. **Collaboration**: The applicant will describe the collaborative qualities of the project. The project will articulate a strong and proactive collaboration with postsecondary institution(s)/universities and other business partners to best serve the employment needs of the student and the community. Preference in scoring will be given to the project that shows strong alignment with current state-wide education initiatives. A Program of Study will result from the implementation of this project.
5. **Accountability/Outcomes**: The applicant will describe student performance in measurable outcomes. Key performance objectives will be attained and measures will be identified that support the purpose of the project and the mission of ADE CTE.
6. **Replicable**: The applicant will describe how this grant project can be replicated across disciplines and subject areas, between schools and districts, with similar results and without socio-economic, demographic or geographic constraints.
7. **Qualifications, Training and Professional Development**: The applicant will describe the qualifications of the project staff and how this project will create, maintain and sustain training and professional development for teachers. Applicant must describe the project location, facilities, resources and equipment available.
8. **Emerging Occupations**: Preference in scoring will be given to the project demonstrating overall applicability to, and promotion of, the Biomedical Health Technologies and/or Engineering Sciences/Industrial Manufacturing career paths.
9. **Purpose of Perkins Reserve Fund**: Preference in scoring will be given to the project that most closely aligns with and supports career and technical education activities in *rural areas, areas with high percentages of career and technical education students* and *areas with high numbers of career and technical education students*.

**OBJECTIVES:**

The objectives must be outlined on form ADE 22-013B and may be continued on plain white paper. Objectives will identify a comprehensive and logical sequence of activities and the timeline for their accomplishment. A strategic plan, with benchmarks clearly identifying key responsibilities, will be developed with ADE leadership. This strategic plan will incorporate a first year design and development component and a second year implementation and sustainability component.

**BUDGET:**

The proposed project budget will be submitted on forms ADE 9702 and ADE 22-084. A capital Outlay Form (ADE 40-002b) is submitted for projects where capital purchases are proposed. All equipment purchases shall be in compliance with the Vocational Education Equipment Guidelines.

Allowable costs for this project include salaries and benefits, travel, supplies, equipment, materials and purchased services. Indirect and/or administrative costs cannot exceed 5 percent.

**SUBMISSION:**

Please submit your original application plus two copies. Only the original application requires an original signature in blue ink. Please limit the length of the narrative portion of each application to eight pages.

Completed application and forms are to be submitted to:

**CTE Development and Innovations  
Career and Technical Education  
Attn: Steve Peterson, M.Ed.  
Arizona Department of Education  
1535 West Jefferson Street  
Bin #42  
Phoenix, Arizona 85007**

Applications sent to any location other than the above, or after the due date, will not be considered officially received.

**DUE DATE:**

October 5, 2007

## PRODUCTS:

Recipients of these funds shall submit the following products:

1. Mid-year and annual narrative reports, at the prescribed time, describing the accomplishments to date on each project objective,
2. An interim draft report, no later than 90 days prior to the end of the project. The project liaison shall, at that time, have the opportunity to review and comment prior to the completion of the final report.
3. A final report no later than October 15, 2008 and October 15, 2009.
4. Federal project cash advances are driven by the first payment request in the application, and then by data entered electronically via the Internet at <http://www.ade.az.gov> under Grants Management in the monthly Cash Management Report. Funds for projects on “hold” (i.e., funds withheld due to a noncompliance) as of the project end date will not be released until a Completion Report is approved and the final payment will only be released to reimburse the program costs incurred or to bring the account to a zero balance, whichever is less.
5. Provide Financial Completion Reports via the Internet at <http://www.ade.az.gov> under Grants Management. A Financial Completion Report must be submitted to ADE within 90 days after the project end date (by 12/30/08). **There is no grace period.** If a Completion Report is not received within 90 days, the project will be suspended until the receipt and approval of a valid report.

## QUESTIONS:

Financial: Nancy Ryan-Schmidt  
CTE Financial Supervisor  
602-542-3823  
[Nancy.Schmidt@azed.gov](mailto:Nancy.Schmidt@azed.gov)

Programmatic: Steve Peterson, M.Ed.  
CTE Research Specialist  
602-542-5357  
[Steven.Peterson@azed.gov](mailto:Steven.Peterson@azed.gov)

## Rubric for Innovative CTE Programs Grant

Funding of grants will be based on the innovative characteristics and quality of the project as described in the application and scored through this rubric.

Criteria	Excellent	Good	Poor/Not Present	Points Awarded
<b>Innovation:</b> Demonstrates either 1) a new concept, or 2) a new or unique application of an existing idea.  Answers the question: "What is the vision and how will this vision improve student learning, increase retention and result in career placement?"	A new concept, or a unique application of an existing concept, is presented.  The question is adequately and measurably answered.  8-10 points	Moderately innovative concept or application is used.  4-7 points	Innovation is unclear, poorly articulated or not present.  0-3 points	
<b>Relevance:</b> Promotes the mission and objectives of Arizona Career and Technical Education.	Relevance is overtly demonstrated, applicable and actively promotes Career and Technical Education.  8-10 points	Moderately relevant concept or application is used.  4-7 points	Relevance is unclear, poorly articulated or not present.  0-3 points	

Criteria	Excellent	Good	Poor/Not Present	Points Awarded
<b>Rigor:</b> Content and pedagogy exceed current standards and performance measure requirements. Students are pushed to excel as demonstrated by measurable outcomes.	Direct measurable outcomes that exceed current performance measure expectations and a demonstrated strong content/ pedagogy to guide rigorous student learning activities.  8-10 points	Indirect or partial measurable outcomes and a weak content/ pedagogy.  4-7 points	No link to measurable outcomes or rigor in content area or pedagogy.  0-3 points	
<b>Collaboration:</b> Articulates a strong and proactive collaboration with the postsecondary institution(s)/universities and other business partners to best serve the employment needs of the student and the community.	The efficacy of the program is dependant upon a strong collaborative relationship as evidenced by measurable outcomes. Strong alignment with current state-wide education initiatives is demonstrated. A Program of study will result from implementation.  8-10 points	Moderately strong collaborative relationship is demonstrated.  4-7 points	Collaboration is unclear, poorly articulated or not evidenced.  0-3 points	

Criteria	Excellent	Good	Poor/Not Present	Points Awarded
<b>Accountability/Outcomes:</b> Demonstration of student performance in measurable outcomes of student performance are evidenced. Key performance objectives are attained and measures are identified that support the purpose of project and support the mission of ADE CTE.	Strong evidence of measurable accountability that will lead to improvement in student and program outcomes.  8-10 points	Evidence of measurable accountability is not strongly evidenced or improvement in outcomes lacks strength.  4-7 points	Accountability is unclear, poorly articulated or not evidenced.  0-3 points	
<b>Replicable:</b> Can this grant project be replicated across disciplines and subject areas, between schools and districts, with similar results without socio-economic, demographic or geographic constraints?	Strong likelihood that project can and will be replicated between disciplines, school campuses and districts with similar measurable outcomes.  8-10 points	Ability or possibility of replication is not strongly evidenced.  4-7 points	Feasibility and benefit of replication is poorly articulated or not evidenced.  0-3 points	



Criteria	Excellent	Good	Poor/Not Present	Points Awarded
<b>Qualifications, Training and Professional Development:</b> Does the project describe how it involved qualified staff and how it will create, maintain and sustain training and professional development for teachers? Was there a description of the project location, facilities, resources and equipment available?	<p>Strong demonstration of qualified staff and their involvement in the creation, maintenance and sustainability of training and professional development. Strong description of location, facilities, resources and equipment availability.</p> <p>8-10 points</p>	<p>Moderate demonstration of qualified staff and training and professional development. Minimal description of location, facilities, resources and equipment.</p> <p>4-7 points</p>	<p>Qualifications, training and professional development is unclear, poorly articulated or not evidenced.</p> <p>0-3 points</p>	
<b>Emerging Occupations:</b> Does the project demonstrate overall applicability to, and promotion of, the Biomedical Health Technologies and/or Engineering Sciences/Industrial Manufacturing career paths?	<p>Strong demonstration of applicability and promotion of the Biomedical Health Technologies and/or Engineering Sciences/Industrial Manufacturing career paths.</p> <p>8-10 points</p>	<p>Moderate demonstration of applicability and promotion of the Biomedical Health Technologies and/or Engineering Sciences/Industrial Manufacturing career paths.</p> <p>4-7 points</p>	<p>Biomedical Health Technologies, Engineering Sciences/Industrial Manufacturing career paths are unclear, poorly articulated or not evidenced.</p> <p>0-3 points</p>	



# Eligible Recipients for Innovative CTE Programs Grant

AGUA FRIA UNION HIGH SCH DIST	HIGLEY UNIFIED DISTRICT
AIBT CHARTER HS - Ronald C Baurer - Phoenix	HOLBROOK UNIFIED DISTRICT
AJO UNIFIED DISTRICT	HOPI JR - SR HIGH - Keams Canyon
AMPHITHEATER UNIFIED DISTRICT	HUMBOLDT UNIFIED DISTRICT
ANTELOPE UNION HIGH SCH DIST	INDIAN OASIS-BABO UNIF DIST
APACHE JUNCTION UNIFIED DIST	JOSEPH CITY UNIFIED DISTRICT
BAGDAD UNIFIED DISTRICT	KAYENTA UNIFIED DISTRICT
BENSON UNIFIED DISTRICT	KINGMAN UNIFIED DISTRICT
BIA GREYHILLS ACADEMY - Tuba City USD	LAKE HAVASU UNIFIED DISTRICT
BIA MANY FARMS HS - Many Farms - Chinle USD	LITTLEFIELD UNIFIED DIST
BIA ROUGH ROCK COMMUNITY HS - Rough Rock - Chinle USD	MAMMOTH-SAN MANUEL UNIF DIST
BICENTENNIAL UNION HIGH DIST	MARANA UNIFIED DISTRICT
BISBEE UNIFIED DISTRICT	MARICOPA UNIFIED SCHOOL DIST
BLUE RIDGE UNIFIED DISTRICT	MAYER UNIFIED DISTRICT
BOWIE UNIFIED DISTRICT	MESA UNIFIED SCHOOL DISTRICT
BUCKEYE UNION HIGH SCH DIST	MIAMI UNIFIED DISTRICT
CAMP VERDE UNIFIED DISTRICT	MINGUS UNION HIGH SCHOOL DIST
CASA GRANDE UNION HIGH DIST	NOGALES UNIFIED DISTRICT
CATALINA FOOTHILLS UNIF DIST	PACE ACADEMY INC - CAMP VERDE
CAVE CREEK UNIFIED DISTRICT	PACE ACADEMY INC - PRESCOTT
CHANDLER UNIFIED DISTRICT	PAGE UNIFIED DISTRICT
CHINLE UNIFIED DISTRICT	PARADISE VALLEY UNIFIED DISTR
CHINO VALLEY UNIFIED DISTRICT	PARKER UNIFIED SCHOOL DISTRICT
COLORADO CITY UNIFIED DISTRICT	PATAGONIA UNION HIGH DISTRICT
COLORADO RIVER UNION HIGH DIST	PAYSON UNIFIED DISTRICT
COOLIDGE UNIFIED DISTRICT	PEACH SPRINGS UNIFIED DIST
DEER VALLEY UNIFIED DISTRICT	PEORIA UNIFIED DISTRICT
DESERT HILLS PUBLIC CHARTER H.S. - Desert Hills HS	PHOENIX UNION HIGH SCH DIST
DOUGLAS UNIFIED DISTRICT	PIMA PARTNERSHIP H S
DUNCAN UNIFIED DISTRICT	PIMA UNIFIED SCHOOL DISTRICT
DYSART UNIFIED DISTRICT	PINON UNIFIED DISTRICT
EVIT	PRESCOTT UNIFIED DISTRICT
FLAGSTAFF UNIFIED DISTRICT	QUEEN CREEK UNIFIED DISTRICT
FLORENCE UNIFIED SCHOOL DIST	RAY UNIFIED DISTRICT
FLOWING WELLS UNIFIED DISTRICT	RED MESA UNIFIED DISTRICT
FOUNTAIN HILLS UNIFIED DIST	ROUND VALLEY UNIFIED DISTRICT
FREDONIA MOCCASIN UNIFIED DIST	SADDLE MOUNTAIN UNIFIED DISTRICT(Ruth Fisher Elem)
FT THOMAS UNIFIED DISTRICT	SAFFORD UNIFIED DISTRICT
GANADO UNIFIED DISTRICT	SAHUARITA UNIFIED DISTRICT
GILA BEND UNIFIED DISTRICT	SAN CARLOS UNIFIED DISTRICT
GILBERT UNIFIED DISTRICT	SAN SIMON UNIFIED DISTRICT
GLENDAL UNION HIGH SCH DIST	SANDERS UNIFIED DISTRICT
GLOBE UNIFIED SCHOOL DISTRICT	SANTA CRUZ VLY UNIFIED DIST
GRAND CANYON UNIFIED DISTRICT	SCOTTSDALE UNIFIED DISTRICT
HAYDEN-WINKLEMAN UNIFIED DIST	SEDONA OAK CREEK JT. UNIFIED DIST
HEBER-OVERGAARD UNIFIED DIST	SHOW LOW UNIFIED DISTRICT
	SIERRA VISTA UNIFIED DISTRICT

SNOWFLAKE UNIFIED DISTRICT  
SOUTH POINT PUBLIC CHARTER SCHOOL - South  
Point HS  
ST DAVID UNIFIED DISTRICT  
ST JOHNS UNIFIED DISTRICT  
STAR SHINE ACADEMY  
SUNNYSIDE UNIFIED DISTRICT  
SUPERIOR UNIFIED DISTRICT  
TANQUE VERDE UNIFIED DISTRICT  
TEMPE ACCEL PUBLIC CHARTER HS - Tempe UHSD -  
Leona Grp  
TEMPE UNION HIGH SCH DISTRICT  
THATCHER UNIFIED SCHOOL DIST  
TOLLESON UNION HIGH SCH DIST  
TOMBSTONE UNIFIED DISTRICT

TUBA CITY UNIFIED DISTRICT  
TUCSON UNIFIED DISTRICT  
VAIL UNIFIED DISTRICT  
VALLEY UNION HIGH SCH DISTRICT  
WHITERIVER UNIFIED DISTRICT  
WICKENBURG UNIFIED DISTRICT  
WILLCOX UNIFIED DISTRICT  
WILLIAMS UNIFIED DISTRICT  
WINDOW ROCK UNIFIED DISTRICT  
WINSLOW UNIFIED DISTRICT  
YCFA Achieve Academy  
YOUNG ELEMENTARY DISTRICT  
YUMA UNION HIGH SCHOOL DIST

# Application Forms and Documents

**ARIZONA DEPARTMENT OF EDUCATION (ADE)**  
**Perkins Act Basic Grant**  
**LOCAL EDUCATION AGENCY APPLICATION**

☐

APPLICATION

☐

RENEWAL APPLICATION

☐

AMENDMENT

The Applicant Agency \_\_\_\_\_, C.T.D.S. No. \_\_\_\_\_, assures the Arizona Department of Education that it will implement the eligible program activities and maintain appropriate documentation to fulfill program requirements.

**INSTRUCTIONS: Submit a signed original to appropriate program area office, 1535 West Jefferson Street, Bin 42, Phoenix, AZ 85007**

1. Project Director/Contact: Phone No.: E-Mail Address:	2. Application Term:  Begin:                      End:	3. Project No.:
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**PROGRAM ASSURANCES:**

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, where appropriate, 34 CFR 76 (EDGAR); that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

The applicant agency further assures:

1. That it will file/has filed with the Arizona Department of Education its current General Statement of Assurance.
2. That it will comply with Program specific Assurances as may be appropriate.
3. That any materials produced from the funded projects shall be the property of the State of Arizona and shall be made available to the general public only on a cost recovery basis.
4. That all activities under this application will align any curriculum plans with the Arizona Student Achievement Program.
5. Furthermore, if submitted electronically, the person whose username appears below has authorized the submittal of this application.

\_\_\_\_\_  
Signature--Authorized Agent (Submit original signature. Please sign in blue ink.)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Mailing Address

**(For SEA Use Only)**

The Arizona Department of Education approves the program budget based on the availability of funds and the appropriate program assurances submitted by the applicant school district/agency.

Signature: \_\_\_\_\_  
ADE Program Authorized Agent

\_\_\_\_\_  
Date of Signature

Signature: \_\_\_\_\_  
ADE Superintendent (or Authorized Representative)

\_\_\_\_\_  
Date of Signature

**Application** \_\_\_\_\_ **Amendment** \_\_\_\_\_

**Project Number:** \_\_\_\_\_ **Program Topic Number** \_\_\_\_\_  
(if known) (if applicable)

FY 2007

**ARIZONA DEPARTMENT OF EDUCATION  
VOCATIONAL EDUCATION  
APPLICATION/AMENDMENT OBJECTIVES**

**Application** \_\_\_\_\_ **Amendment** \_\_\_\_\_

**Applicant Agency:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_ **Program Topic Number** \_\_\_\_\_  
(if known) (if applicable)

Objectives: Provide statements that indicate anticipated results during the fiscal year. Objectives must be measurable and contain the required components: (outcomes, evaluation method, and funding expenditures category). Use additional paper, if necessary.



# ARIZONA DEPARTMENT OF EDUCATION

## INSTRUCTIONS FOR COMPLETING BUDGET REPORT

### APPLICATION

Check ☐ Application Box  
Mail to 1535 W Jefferson, Bin 42, Phoenix, AZ 85007

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#### Section A PROJECT IDENTIFICATION FOR THE BUDGET PERIOD

1. Enter the name of district or agency applying for funds.
2. Enter the name of the county where district or agency is located.
3. Enter CTD number (C = county; T = type; D = district).
4. **Leave this area blank-ADE completes.**
5. Enter the name of funding source: Title I, Title VI, Sex Equity, IDEA, etc.
6. Enter date submitted to ADE.
7. Enter name and phone number of person who prepared document.

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#### Section B PROJECT BUDGET BY LINE ITEM

- 10-30. Enter budget amounts for each line item.
31. Enter project subtotal.
32. Compute indirect costs. Each program has a limit on what per cent of the funds can be designated indirect costs. You will be unable to exceed that limit. You may choose to use more of the funds in the program and establish a smaller indirect cost than the limit. **NOTE: SOME PROJECTS MAY RESTRICT INDIRECT COST EXPENDITURES.**
33. Enter the capital outlay amount. Note: Some projects may restrict capital outlay expenditures.
34. Enter project total.

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#### Section C PAYMENT SCHEDULE

Recommend the payment amounts for each month that you estimate you will need. Refer to your budget justification, capital outlay justification pages or other reference pages before completing. If a payment schedule is not indicated by the district, ADE will complete.

Final payment schedule will be determined by ADE.

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#### Sections D and E LOCAL CARRYOVER & TOTALS BY FUND SOURCE

**DO NOT COMPLETE.** For ADE use only.

**ARIZONA DEPARTMENT OF EDUCATION  
BUDGET REPORT FOR FY 2007**

**STATE AND FEDERAL PROGRAM  
FINANCIAL BUDGET/PAYMENT REPORT**

[ ] Application [ ] ADE Revision  
Amendment Number

**INSTRUCTIONS:**

MAIL TO: Program Office Associated with this BUDGET  
1535 W. Jefferson, Phoenix, AZ 85007

**A. PROJECT IDENTIFICATION FOR THE BUDGET PERIOD**

**TO**

1. Applicant Agency	2. County	3. CTD No.	4. Project No.
5. Funding Source (Title 1, etc) CFDA	6. Date Submitted to ADE	7. Prepared by Phone No. ( )	
		E-mail address:	

**B. PROJECT BUDGET BY LINE ITEM**

FUNCTION	OBJ. CODE	BUDGET [1]	REQUESTED CHANGES [2]	AMENDED BUDGET [3]
<b>Instruction 1000</b>				
10. Salaries	6100			
11. Employee Benefits	6200			
12. Purchased Professional Services	6300			
13. Purchased Property Services	6400			
14. Other Purchased Services	6500			
15. Supplies	6600			
16. Other Expenses	6800			
<b>Support Services 2100,2200,2600-2900</b>				
17. Salaries	6100			
18. Employee Benefits	6200			
19. Purchased Professional Services	6300			
20. Purchased Property Services	6400			
21. Other Purchased Services	6500			
22. Supplies	6600			
23. Other Expenses	6800			
<b>Support Services-Admin 2300,2400,2500</b>				
24. Salaries	6100			
25. Employee Benefits	6200			
26. Purchased Professional Services	6300			
27. Purchased Property Services	6400			
28. Other Purchased Services	6500			
29. Supplies	6600			
30. Other Expenses	6800			
<b>Operation of Non-Instructional Serv. 3000</b>				
31. Salaries	6100			
32. Employee Benefits	6200			
33. Purchased Professional Services	6300			
34. Purchased Property Services	6400			
35. Other Purchased Services	6500			
36. Supplies	6600			
37. Other Expenses	6800			
38. <b>Project Subtotal</b>				
39. Indirect Cost ( % x line 38)	6910			
<b>Capital Outlay</b>				
40. Property (School Districts Only)	6700			
41. Fixed Assets (Charter Schools Only)	0180			
42. <b>Project Total</b>				

**C. PAYMENT SCHEDULE**

**D. LOCAL CARRYOVER**

		CARRYOVER	FY '99 C/O	FY '98 C/O
July		Local Carryover		
August		Interest Carryover		
September		Misc. Local Funds		
October				

**TOTAL**

## DETAILED EXPENDITURE BUDGET WORKSHEET INSTRUCTIONS

This form is required to be submitted for application or amendment purposes with either the Arizona Department of Education, Secondary (ADE 9702) or Non-Secondary Vocational Budget/Fiscal Report from (ADE 9710).

Totals from item No. 10, Amount of Request, for each separate Expenditure Category (item No. 5) are to be transferred to the appropriate budget lines on the Secondary or Non-Secondary Vocational Education Budget/Fiscal Report Form.

Item No.	Description of Item
----------	---------------------

- |     |  |
|-----|--|
| 1.  | Enter the legal identification name of the applicant agency.   |
| 2.  | Enter the School To Work funding category. See Criteria Handbook.  |
| 3.  | Enter the Project number assigned by the Department of Education, School To Work Finance Unit (if known).  |
| 4.  | Check the appropriate box.   |
| 5.  | Enter the requested expenditure categories. For secondary programs, refer to the Uniform System of Financial Records (USFR) categories detailed on the Vocational Education Budget/Fiscal Report ADE 9702. For non-secondary applicants, record the appropriate categories as listed on the Non-Secondary Vocational Education Budget/Fiscal Report Form ADE 9710. |
| 6.  | Enter a detailed description for each expenditure category recorded in item No. 5. The following are examples: Trade & Industrial Education Teacher, 1,000 miles for instructional travel, consultant fees, supplies for classroom, etc.   |
| 7.  | Enter the full-time equivalent (FTE) for each listed salaried position. This will be a percentage which represents the portion of an instructor's total salary that is requested to be paid by the given project. This item only applies to budgeted salaries.   |
| 8.  | Enter the amount of the specific individual items requested in item No. 6. Total the amounts for each separate No. 5 Expenditure Category requested.   |
| 9.  | <b>DO NOT COMPLETE.</b> The final approved amounts will be completed by the Department of Education. The approved amounts will be transferred to the appropriate lines on either ADE 9702 or ADE 9710 by the Department of Education.  |
| 10. | Grand total sum of amount requested.   |
| 11. | Grand total sum of approved amount. <b>To be completed by the Department of Education.</b>   |

**ARIZONA DEPARTMENT OF EDUCATION  
VOCATIONAL EDUCATION  
DETAILED EXPENDITURE BUDGET WORKSHEET**

**(1) Applicant Agency**\_\_\_\_\_

**(2) Vocational Education Funding Category**\_\_\_\_\_

(3) Project No. \_\_\_\_\_

**(4) Check One:**            ☐ **Application**            ☐ **Amendment**

(5) Expenditure Category	(6) Specific Item/Description	(7) F.T.E.	(8) Amount of Request	(9) Amount of Approval <i>(State Use Only)</i>

**Grand Totals (10)**

(11)

**ARIZONA DEPARTMENT OF EDUCATION  
VOCATIONAL EDUCATION  
CAPITAL OUTLAY**

**Instructions**

This form is required to be submitted for application, amendment and final expenditure report purposes for the applicable Vocational Education funding categories as required. See Annual "Funding Criteria" and "Expenditure Guidelines" documents.

Please complete the various information on the top portion of the form: Applicant Agency, Funding Category, Project No., Project Name (if any), Purpose and Program Topic Number.

School Site	Self-explanatory.
CIP Code	Classification of Instructional Program Codes. Refer to <i>Secondary Vocational Education Enrollment Handbook</i> .
Item No.	This is the numerical sequence of the number of items on the form starting with No. 1.
Quantity	For each item identified in the Description column, enter the number of items to be/or purchased.
Description (other)	Enter the exact description of the item to be purchased using State/Federal monies. Indicate the color, model number, size or other specifications where possible.
Unit Cost (actual)	For application and amendment purposes, cost per unit obtained through bids and estimates. For final expenditure report, expended amount per unit. Include sales tax, freight and miscellaneous charges.
Total Cost	Equals Quantity column times Unit Cost column.
Administrator/Contact Person	List the individual and phone number to be contacted regarding any questions.
Advisory Committee Signature	An authorized Advisory Committee Signature (if required).
State Program Office Approval	Vocational Education State Staff approval.

## CAPITAL OUTLAY

ATTACH TO APPLICATION, AMENDMENT OR EXPENDITURE REPORT

Applicant Agency:\_\_\_\_\_Funding Category(see criteria handbook):\_\_\_\_\_Project No.:\_\_\_\_\_

Project Name (if any)\_\_\_\_\_Check One Purpose: ☐ Application ☐ Amendment ☐ Completion Report

Program Topic Number\_\_\_\_\_ **Equipment must be logically related to and necessary to the occupations being taught.**

School Site	CIP Code	Item No.	Quantity	Description	Unit Cost	Total Cost

The above list has been compiled in compliance with the Vocational Education Equipment Guidelines section in the Arizona Vocational Education Discretionary Funding Book

**TOTAL** \_\_\_\_\_

Vocational Education Administrator/Contact Person:\_\_\_\_\_Phone:\_\_\_\_\_Date:\_\_\_\_\_

Advisory Committee Signature:\_\_\_\_\_Date:\_\_\_\_\_

Signature-Applicant Agency Authorized Agent:\_\_\_\_\_Date:\_\_\_\_\_

State Program Office Approval:\_\_\_\_\_Date:\_\_\_\_\_

## FY 2008 Innovative CTE Programs Grant Desk Monitoring Document

Monitoring is required for districts that receive an allocation from the Carl D. Perkins Vocational and Technical Education Act of 2006, P.L. 109-270 (Perkins IV). This report will serve as the Arizona Department of Education's (ADE) Innovative CTE Programs Monitoring Document. This report is an important step in securing the accurate and reliable measure of student outcomes required in Perkins IV. This report addresses the January 31-February 4, 2005 U.S. Department of Education, Office of Vocational and Adult Education (OVAE) monitoring and federal direction to increase accountability in fiscal and program areas. ADE and local recipients' experience with this instrument will help determine the need for revisions in subsequent years. Identifying the information sought through this instrument, ADE is mindful of its requirement to present performance information to the U.S. Department of Education and ultimately Congress. This reporting instrument is under a continuous improvement process toward an optimal design to track the impact of the Perkins IV funds on the performance of Arizona Career and Technical Education students.

*Please Print in the Space Provided*

**Applicant Agency:** \_\_\_\_\_ **County-Type-District (CTDS) No:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_ **Total FY 2008 Innovative Grant Funds Allocated: \$** \_\_\_\_\_

### Certification Statement

As the District Career and Technical Education Director/Contact, I have read, understand and determined that upon the basis of this MONITORING DOCUMENT analysis that the LEA noted above has been in compliance with ADE and Federal funding requirements, completed the project as outlined in the original grant application, and has made a good faith effort to be in compliance with the original Statement of Assurances on file/to be filed with the Arizona Department of Education.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## **FY 2008 Innovative CTE Programs Grant Desk Monitoring Document**

### **Section I: Overall Program**

(Please limit responses to the space provided)

Assurance 1:

Describe the qualifications of the project staff.

To Be Released Upon Award



## **FY 2008 Innovative CTE Programs Grant Desk Monitoring Document**

Assurance 2:

Describe how this project created, maintained and will sustain training and professional development for teachers.

To Be Released Upon Award

## **FY 2008 Innovative CTE Programs Grant Desk Monitoring Document**

Assurance 3:

Describe the project location, facilities, resources and equipment available and utilized for this project.

To Be Released Upon Award

## FY 2008 Innovative CTE Programs Grant Desk Monitoring Document

### Section II: Objective

(Please limit responses to the space provided)

Assurance 1:

Describe the Program of Study that resulted from implementation of this project.

To Be Released Upon Award

## **FY 2008 Innovative CTE Programs Grant Desk Monitoring Document**

Assurance 2:

Describe how the expenditures made with these funds were utilized to attain project objectives.

To Be Released Upon Award

## FY 2008 Innovative CTE Programs Grant Desk Monitoring Document

### Section III: Fiscal

(Please limit responses to the space provided)

Assurance 1:

None of the funds expended under this title will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity or any affiliate. [§122(c)(10)]

Were items purchased with Perkins funds (allotted as the CTE Innovative Programs Grant) from a vendor that employs a district employee or relative of a district employee?

Yes ☐ No ☐ (If "Yes" provide explanation and corrective action plan to address deficiency)

Explanation:

Were items purchased with Perkins funds (allotted as the CTE Innovative Programs Grant) from a vendor in which a district employee has a financial investment?

Yes ☐ No ☐ (If "Yes" provide explanation and corrective action plan to address deficiency)

Explanation:

## FY 2008 Innovative CTE Programs Grant Desk Monitoring Document

Assurance 2:

Supplement not Supplant. [§311]

Did this Innovative CTE Programs Grant application request funds for vocational expenditure which were previously paid for by non-federal funds?

Yes ☐ No ☐ (If “Yes” provide explanation)

Explanation:

Did this Innovative CTE Programs Grant application request funds to purchase textbooks?

Yes ☐ No ☐

If “Yes” are these textbooks required for the course/program?

Yes ☐ No ☐ (If “Yes” provide explanation)

Explanation:

## JUSTIFICATION FOR AMENDMENT CHANGES

**The deadline for accepting amendments to an approved project is 90 days prior to the project ending date. This is according to Policy No. 6 in Appendix E (Grants Administration Policies) of the Uniform System of Financial Records (U.S.F.R.). Appendix E applies to all eligible recipients.**

Applicant Agency: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Name (if any): \_\_\_\_\_

Project Period: Begin \_\_\_\_\_ End \_\_\_\_\_

Give a detailed explanation below for the requested changes in the budget or program.

This change is: Monetary \_\_\_\_\_ Program Only \_\_\_\_\_ Both \_\_\_\_\_  
(Check one or more.)

**Refer to the back of this form for information as to which additional forms are required for amendments.**

## Forms Required for an Amending a Vocational Education Project

<u>Form Name</u>	<u>Formula</u>	<u>Non-Formula</u>	<u>Comments</u>
Arizona Department of Education, Application/ Amendment Cover Sheet ADE 22-033B	X	X	
Arizona Department of Education, State and Federal Program Financial Budget/ Payment Report ADE-9702	X	X	
Arizona Department of Education, Non-Secondary Budget/Payment Report ADE- 9710	X	X	
Arizona Department of Education Detailed Expenditure Budget Worksheet, ADE 22-084	X*	X	
Capital Outlay, ADE 40-002b	X*	X	For changes in equipment items in of the 10% or \$200 limitation
Application/Amendment Description ADE 22-013A	X*	X	Required for programmatic purposes only. Changes in project description from the original approved application. Indicate the changes made to the approved project description.
Application/Amendment ADE 22-013B	X*	X	Required for programmatic Purposes only. Changes in project objectives from the original approved application. Indicate the changes made to the project objectives.

\* Not required for Priority Programs funding category.



**ARIZONA DEPARTMENT OF EDUCATION  
NARRATIVE REPORT FOR  
VOCATIONAL EDUCATION PROJECTS**

Applicant Agency: \_\_\_\_\_

Project Number: \_\_\_\_\_

**FORMULA**

Instructions:

1. Indicate which report is being submitted  
  
      \_\_\_\_\_ Mid Year  
  
      \_\_\_\_\_ Final\*
2. The narrative should give a description of progress made on each project objective.

**\* Final reports are due sixty (60) days after the project ending date.**

**DISCRETIONARY**

Instructions:

1. Indicate which report is being  
  
      \_\_\_\_\_ First Quarter  
  
      \_\_\_\_\_ Second Quarter  
  
      \_\_\_\_\_ Third Quarter  
  
      \_\_\_\_\_ Fourth Quarter
2. Quarter reports are due 15 days after the end of the quarter. A quarter is a 3-month period of time starting from the beginning date of the period. Quarter reports may be cumulative. Submit two (2) copies.
3. Attach the narrative which describes the accomplishments and progress by objective. In addition other significant accomplishments may be reported.

Technical assistance needed:                      ( ) YES, If yes, describe the assistance needed.                      ( ) NO

\_\_\_\_\_  
LEA Contact Person and Phone Number (Print or type name and number)

\_\_\_\_\_  
Date

**PLEASE SUBMIT ALL REPORTS TO THE FINANCIAL SERVICES UNIT - BIN 42, ARIZONA DEPARTMENT OF EDUCATION, 1535 W. JEFFERSON, PHOENIX, AZ 85007.**

**ARIZONA DEPARTMENT OF EDUCATION  
FINANCIAL REPORT**

**CHECK ONLY ONE**

☒ **FEDERAL**

☐ **CASH MANAGEMENT**

**OR** ☐ **STATE OR FEDERAL**

☐ **FINANCIAL COMPLETION REPORT**

Mail or electronically transmit  
original reports to  
ADE CTE Grants Bin #42

**A. PROJECT IDENTIFICATION FOR THE BUDGET PERIOD**

1. Applicant Agency		2. County	3. CTD No.	4. Project No.
5. Funding Source (Title 1, etc)		6. Date Submitted to ADE	7. Prepared by	
			Phone No. (       )	
			E-Mail Address	

**B. 8. CASH MANAGEMENT REPORT (due 15 days following report period)**

8a. Report Period (check one) <input type="checkbox"/> 9/30 <input type="checkbox"/> 11/30 <input type="checkbox"/> 1/31 <input type="checkbox"/> 3/31		Date
8b. Cash Balance \$	Encumbered \$	Adjusted Cash Balance \$

**C. 9. COMPLETION REPORT**

FUNCTION	OBJ. CODE	FINAL BUDGET [1]	EXPENSES [2]	BUDGET BALANCE [3]	OVER EXPENDITURE [4]
<b>Instruction 1000</b>					
10. Salaries	6100				
11. Employee Benefits	6200				
12. Purchased Professional Services	6300				
13. Purchased Property Services	6400				
14. Other Purchased Services	6500				
15. Supplies	6600				
16. Other Expenses	6800				
<b>Support Services 2100,2200,2600-2900</b>					
17. Salaries	6100				
18. Employee Benefits	6200				
19. Purchased Professional Services	6300				
20. Purchased Property Services	6400				
21. Other Purchased Services	6500				
22. Supplies	6600				
23. Other Expenses	6800				
<b>Support Services-Admin 2300,2400,2500</b>					
24. Salaries	6100				
25. Employee Benefits	6200				
26. Purchased Professional Services	6300				
27. Purchased Property Services	6400				
28. Other Purchased Services	6500				
29. Supplies	6600				
30. Other Expenses	6800				
<b>Operation of Non-Instructional Services 3000</b>					
31. Salaries	6100				
32. Employee Benefits	6200				
33. Purchased Professional Services	6300				
34. Purchased Property Services	6400				
35. Other Purchased Services	6500				
36. Supplies	6600				
37. Other Expenses	6800				
38. <b>Project Subtotal</b>					
39. Indirect Cost (       % X line 38)	6910				
40. Property (School Districts Only)	6700				
41. Fixed Assets (Charter Schools Only)	0180				
42. <b>Total</b>					

43. Cash Balance:	Interest:	Other:	Total Cash Bal.:
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**D. COMPLETION REPORT/SUMMARY OF REPORTED LOCAL EXPENSES & ASSETS PURCHASED**

ONLY COMPLETE ON PROJECTS WHEN REQUIRED BY PROGRAM (SEE INSTRUCTIONS)